

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: **DHR0957068**
POSITION NO: **936055**
CLASS CODE: **1524**

Date Posted: **10/08/12**
Closing Date: **10/19/12**

POSITION TITLE: **ACCOUNTS MAINTENANCE SPECIALIST**
DEPARTMENT NAME: **NAVAJO DEPARTMENT OF WORKFORCE DEVELOPMENT**
DEPARTMENT NO: **95** WORKSITE LOCATION: **CROWNPOINT, NM**
WORKS DAYS/HOURS: **Mon - Fri** POSITION TYPE: **Permanent: ☒ Temporary: ☐ Part-Time: ☐** GRADE: **R58A**
Hours: **8:00am - 5:00pm** Duration: **40** SALARY: **\$ \$22,734.40 Per Annum \$ \$10.93 Per Hour**

DUTIES AND RESPONSIBILITIES:

Maintains and process timesheets for Crownpoint NDWD staff, Workforce Investment Act (WIA) and Native Employment Works (NEW) participants with various worksites. Establishes and maintains quality record set-up monitors time and attendance, prepares timesheets and checks for accuracy of account numbers, hours earned, monitors payroll, prepares backpay forms and maintains a payroll journal for entries. May assist in establishing accounting automation for payroll maintenance and other documents such as travel authorization, travel reimbursement claims, purchase requisitions, request for direct payment, receiving reports and vehicles mileage reports. May assist with processing of participants personnel related documents i.e., termination notices, employment notices and other necessary transactions. May attend staff meetings and trainings. Will work closely with Navajo Nation Payroll Department, worksite supervisors within private/public sectors and NDWD Contracts and Grants and WIA Accounting.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; supplemented by college level courses in bookkeeping and/or accounting; and

Experience:

Three (3) years of increasingly responsible bookkeeping or clerical accounting experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. ***(To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diploma, etc.)***

Special Knowledge, Skills and Abilities:

Knowledge of methods, practices, and terminology of financial record keeping work; some knowledge of auditing techniques; of tribal organization and its procedures. Ability to demonstrate a mathematical aptitude; ability to post and make math computations rapidly and accurately. Must have the ability to work with computers with various programs required to perform the task.

License/Certification Requirements:

PREFERRED: Must possess a valid State Drivers License and must obtain Navajo Nation Vehicle Operators Permit upon employment.

VETERAN'S PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99

APPLICATION PROCEDURES

1. All applicants applying for positions within the Navajo Nation Executive Branch must submit the Navajo Nation Application for Employment to be considered. A separate application must be submitted for each position, so appropriate consideration can be provided. The application form must be filled out completely, **signed and dated**. Resumes are optional and cannot be substituted for the application form. If additional space is required, please attach additional sheets.
2. Candidates must meet minimum qualifications described in the job vacancy announcement to be considered a valid applicant. Assessments will be conducted on all applicants to determine if they possess the qualifications required of the position. Applicants not meeting the minimum qualifications will be notified by the Department of Personnel Management (DPM) no later than thirty (30) calendar days after position closing date. Assessments will be based upon information provided on the application form and attachments.
3. Candidates are to submit copies of degree and/or copies of transcripts and training certificates to ensure proper credit is given for education and training.
4. Applications will only be accepted for positions currently being advertised. If an application is submitted for a position not currently being advertised, applicant will be so notified by DPM. The application will be kept on file for a period of six months. The retention of an application does not mean it will automatically be referred for other positions.
Mon - Fri
Applications must **8:00am - 5:00pm**
5. Faxed applications are no longer accepted by DPM.

40

FOR PROGRAM USE ONLY

Account No. K100904-1012 Funds Available by Department: _____ Reviewed by Senior Acct. _____
Vacancy Date: 07/13/12 Name of last regular status employee: Brenda Joe
If new position, position start date: _____

Contact Person: Mora L. Morris, Sr. Office Specialist Telephone: (928) 871-7711

Prepared by: Mora L. Morris Title: Sr. Office Specialist Date: 09/19/12

Approved by: Roselyn Shirley Title: Dept. Manager III Date: 09/19/12

FOR PERSONNEL USE ONLY

Dept. No: _____ Account No. _____ Funds Available: _____
A high schc _____

Three (3) yea _____ Date: _____

PREFERRED: Must possess a valid State Drivers License and must obtain Navajo Nation Vehicle Operators Permit upon emplo

10/8/2012
#####

R58A